

United Independent School District

Department of Human Resources

TRADES HELPER - HVAC

Food Services Department

Primary Purpose:

Assist in assuring the smooth and efficient operation of all HVAC equipment and cafeteria appliances at all schools.

Educational Qualifications:

- High School graduate or GED equivalent preferred but not required
- Ability to operate trucks or vans
- Class C drivers license needed
- Must have some formal or technical training provided by the industry
- Must have some experience in HVAC work.

Major Responsibilities and Duties:

1. Assists in maintaining all ventilation and air equipment.
2. Assists in maintaining all refrigeration and kitchen appliances.
3. Assists in maintaining the control mechanisms for HVAC systems.
4. Diagnose operating problems, repairs and replaces parts to all HVAC equipment as needed.
5. Assists in maintaining all boiler systems.
6. Assists in maintaining an adequate inventory of supplies, materials, and tools.
7. Assists in following outlined procedures for the requisition of replacement parts, etc.
8. Operates trucks to and from work destinations and accepts responsibility for the proper operation and care of vehicles equipment assigned to the HVAC service.
9. Must maintain the required standard of personal hygiene.
10. Demonstrate a responsibility of carrying a driver's license as required by law, and submit renewal of drivers license to the food service department.
11. Demonstrate the ability to work with fellow employees, and show a constructive and cooperative attitude towards assigned duties.
12. Must participate in all in-service training sessions and relevant workshops.
13. Must demonstrate good attendance, punctuality, and proper use of time.
14. Performs such other duties as the Director of Food Service may require.

Working Conditions:

Reading; Ability to understand verbal instructions.

Strenuous walking, standing, and/or climbing; heavy lifting and carrying. Work outside and inside; exposure to hot and cold temperature; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surfaces; work on ladders; work alone.

Terms of Employment:

Wage / Hour Status: Non Exempt
Minimum Salary: \$9.05 / hour
Pay Grade: 2
Minimum Work Days: 240
Months: 12

Date Last Revised: 08/04

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.